

Agricultural Marketing Service  
Cotton Programs  
Administrative Office, Memphis

draft 4, May 2005  
for the primary work results element for each staff member

## Budget Analyst, GS-560-11

### Element 1: COST AND ACCOUNTING RESULTS

The Budget Analyst is responsible for tracking and reporting on Cotton Program revenue, expenditures, and obligations in accordance with USDA, NFC, AMS, and Cotton policies and procedures

This element supports the Administrative Office's objective of providing high-quality administrative support services to the Cotton Program, consistent with Federal, USDA, and AMS policies and procedures.

Standard:

Results and measures for FULLY SUCCESSFUL. Evaluation is based on the supervisor's observations and review of work products; feedback from internal customers, the AMS Budget Office, and the APHIS Accounting Office; and any audits or reviews. In the judgment of the supervisor, in almost all cases:

- Status of Funds
  - Monthly reports of Program expenditures and obligations are accurate and submitted within requested timeframes
  - Program block summaries are accurate and provided to the appropriate managers with requested timeframes
  - financial reports requested by the supervisor and the Deputy Administrator are completed in accordance with the requestor's instructions and timeframes
  - analyses of status of funds compared to plans and prior year's status are completed accurately within requested timeframes
  - reconciliations with AMS Budget Office result in a clean audit
- Review of FFIS accounting reports
  - reports are verified as accurate, or appropriate research and corrective action is initiated promptly to correct discrepancies
  - completion of corrections is monitored and verified, with the result that revenue is going into the proper accounts